

021008/93

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

City Council

**TITLE:** **MESSENGER**

**DEFINITION**

Under supervision, to perform clerical and messenger work in the receipt and distribution of mail and small parcels; and to do related work as required.

**REPORTS TO:** Varies

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher-level staff as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Receive and deliver interoffice communications, general mail, packages, books, and other material on an established schedule and/or special assignments.
- Prepare outgoing mail bundles in accordance with U.S. Postal regulations.
- Operate postage meter machine and maintain postal usage records.
- Drive delivery van and perform routine service and maintenance duties on vehicles.
- Pick up and deliver supplies and equipment.
- Operate duplicating, collating, and binding equipment as required.

**QUALIFICATIONS****Ability to:**

- Learn applicable U.S. Postal regulations.
- Coordinate considerable amounts of general mail and interoffice communications, and meet strict time schedules.
- Make simple arithmetic calculations and write legibly.
- Understand and follow oral and written instructions.
- Operate a small delivery van.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: None required.

**MEDICAL CATEGORY:** Grade 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain an appropriate valid California motor vehicle operators license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Messenger

**TO:**